

## Applicant Talent Record

Applicant information in BrassRing is stored in a Talent Record. A sample Talent Record screen is shown below with an explanation about the information contained in the Talent Record.

Talent Record™: Houd, SOIRobin ? [Help](#)

Forward via e-mail Send eLink  
Send communication

Profile 1 of 1

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**Overview**

Candidate type [External](#)  
SOIRobin T Houd  
Tree #1  
Sherwood Forest  
British Indian Ocean Territory  
Home phone 5152223333  
Other 5153332222  
tammy.mohning@iowa.gov

Employer	Position	Start year	End year	
Educational institute	Area of study	Degree	Grad year	GPA

**Resume/CV** [Back to top](#)

The links at the top:  
**Forward via e-mail:** You can forward this applicant record to another person, for example a supervisor.  
**Send eLink:** You can send one or more electronic forms to view or complete. These can be sent to the applicant or to a hiring supervisor.  
**Send communication:** You can select a standard email or letter to the applicant.

There are several links in the center of the screen that will display various information about the applicant. Most information on these links is presented with the most recent document or information on the top. The links are:

**Overview:** Includes applicant address and email information

**Resume/CV:** Displays the most recent resume which has been submitted by the applicant.

**Forms:** Shows a list of all forms which have been completed by or for the applicant. To view a form, click on the form name or the view form icon for the form.

**Notes:** Displays any notes which have been posted for the applicant.

**HR status:** Provides a history of statuses entered for the applicant. If the status is for a specific Req, the Req ID will be included.

**Communications:** Lists any communications that have been sent to the applicant. This section also includes a link to send a new communication to the applicant.

**Interview schedule:** Provides information on interviews that have been scheduled or held for the applicant. This section also includes links to send a new interview request or schedule an interview.

**Attachments:** This section includes any attachments that have been entered by or for the applicant. For applicants who have applied via paper application instead of online, the scanned copy of their application will be found here.